

TITLE OF POST: Project Officer

POSTHOLDER'S ATTRIBUTES	ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications / Training	Educated to degree level in relevant field		Application
Special Knowledge		Awareness of Scottish transport policy context	Application / interview
Circumstances / Personal	To be able to work within the SEStran hybrid working policy	To be flexible and work outside the normal hours if required	Application / interview
Attitude / Approach	- Ability to work to tight deadlines - Ability to use initiative - Ability to work with minimal supervision - Enthusiasm and self-motivation		Application / interview
Practical and Intellectual Skills	- Ability to communicate effectively through written and oral methods - Ability to influence - IT literacy, including using Microsoft Office packages	- Excellent organisational skills - Report writing and presenting - Problem solving	Application / interview
Experience		- Partnership working and networking - Research	Application / interview